

Minutes
Warm Springs Public Service District
November 8, 2017

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held at 10:00 AM on November 8, 2017. The meeting was held in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia. The meeting agenda was posted on November 2, 2017, and a copy was delivered to *The Morgan Messenger*.

Mr. Johnson called the meeting to order at 10:00 AM with all members attending: Mr. Charles Johnson – Chairman; and Mr. Mike Jenkins were present at the meeting; Mr. Eric Lyda – Treasurer, joined the meeting by phone. Also present were Michael Crunkleton, General Manager of the WSPSD; and Monty Kerns, WSPSD Operator and PSD Board Secretary.

The first order of business was the approval of the agenda. Upon a motion by Mr. Lyda, the agenda was unanimously approved as presented.

The next order of business was the approval of the minutes from the October 5, 2017 board meeting. Upon a motion by Mr. Jenkins, the minutes from the October 5, 2017 meeting were unanimously approved as presented.

The next order of business was the approval for payment of the following 38 operational invoices received. Upon a motion by Mr. Jenkins, the members unanimously approved payment for the 38 invoices received, totaling \$36,176.78.

1	Advance Auto Parts (Sept/Oct; supplies, utility knife - BS)	\$45.16
2	Aerzen USA Corp (Oct; Airfilter cartridges -BS)	\$517.56
3	Apple Valley Waste (Sept; Dumpster rental - BS)	\$127.18
4	Am Bankers Ins. (Oct; Increase deductible flood - Office)	\$227.00
5	ASI (Sept; 2 day training Amber - Office)	\$796.06
6	BSWW (Sept/Oct/Nov; meter books, water usage, hydrant - Office, BS)	\$360.21
7	Capital One (Sept; WV Permit; room rental class, supplies -BS, CI, GC)	\$3,395.77
8	Comcast (Oct; phone /internet - Office)	\$181.16
9	Cool Breeze Air Cond (Oct;Oil furnace cleaning maintenance - Office)	\$95.00
10	Decker & Co (Oct; FY17 Final billing for audit/PSC report)	\$9,000.00
11	Dawson's Home Ctr (Oct; Bushing,coupling,bits for camera - BS)	\$14.47
12	Farris Grading & Paving (Oct; Patch across on Ewing St. from installation)	\$800.00
13	GHS (Oct; Hauling sludge & sand GC to BS)	\$1,110.00
14	Griffith Energy Ser (Sept; Heating fuel - Office)	\$638.15
15	Hunters Hardware (Sept; Supplies/pipes-CMA; bits, hole saws, blades-BS)	\$223.27
16	Charles Johnson (Oct; Regular Board Mtg Salary)	\$125.00

17	Eric Lyda (Oct; Regular Board Mtg Salary)	\$125.00
18	Lumos Networks (Oct; phone billing - GC, BS)	\$149.02
19	Morgan County Magistrate Court (Oct; file WRIT of execution)	\$30.00
20	Miss Utility (Sept; Notification service fees)	\$22.50
21	Morgan County Clerk (Sept; fees to file 4 Abstract of Judgements; 5 liens)	\$99.00
22	The Morgan Messenger (Oct; Smoke testing ad)	\$60.00
23	Northern Safety Co. (Oct; Safety glasses,gloves,flash lites;coveralls - BS)	\$110.90
24	The Potomac Edison Co(Oct; Damages at Truman St 7/18/17)	\$2,190.79
25	Postmaster(Oct; billing - BS,GC)	\$425.98
26	Potomac Edison(Oct;Off (\$70.02)BS(\$4043.57) & GC (\$627.09) WWTP&PS)	\$4,740.68
27	REIC Lab (Sept/Oct; Wastewater analyses-BS, GC, CI, CMA)	\$1,000.85
28	Total SP LLC (Oct; Lab balances, services & calibration-2017-BS)	\$220.00
29	Town of Bath (Sept; Garbage, safety & street fee - Office)	\$108.00
30	USA Bluebook (Oct; Hand cleaner, sample hach - BS & GC)	\$77.49
31	WEX Bank (Sept; Fuel for vehicles & generators)	\$878.72
32	WVBPH (Oct; Wastewater Operator Cert - Andy M)	\$150.00
33	Winchester Building Supply (Sept; Manhole for Canoles line on Valley Rd)	\$1,600.70
34	CNB (Oct/Nov; mortgage payments)	\$1,400.00
35	EFTPS (Oct; SS & Medicare Contribution)	\$1,363.94
36	WV PERS (Oct; Retirement Contribution)	\$2,003.94
37	WV PEIA (Oct; Health Insurance&Admin fee)	\$1,409.28
38	WV PEIA (Oct; Retiree Trust Fund)	\$354.00
		\$36,176.78

The Board conducted the monthly review of the financial statements which include: the Monthly Budget Comparison Report, the Cash Account Balance, and the Municipal Bond Commission Status of Accounts statement. Upon a motion by Mr. Lyda, the financial statements were unanimously approved as presented.

The next item on the agenda was to select an accounting firm to perform the annual WSPSD audit for the next 3 fiscal years. The General Manager had previously solicited 3 accounting firms to submit quotes for audit services for the next 3 fiscal years, of which 2 companies actually submitted bids. Following a brief discussion of the bids received, chairman Johnson moved to retain Decker and Company LLC as the accountants for the next 3 fiscal years, the motion was approved unanimously.

The next item was to discuss and approve the monthly fee to operate and maintain the wastewater plant owned by Cacapon Investments LLC. Mr. Crunkleton reported that the hours required to operate and maintain the Cacapon investments plant over the past 12 months exceeded the initial projections and recommended that the monthly fee be increased from \$500 to \$750 per month. Upon a motion by Mr. Eric Lyda, the Board unanimously agreed to increase the monthly operating fee to \$750 a month beginning January 1, 2018.

The next item on the agenda was to discuss and approve an operation and maintenance (O&M) agreement between the Warm Springs Public Service District and Coolfont Mountain Side Association (CMA) for the operation of the 2 public water system plants owned by CMA. After review, Mr. Jenkins moved to approve the O&M agreement and submit it to CMA for their review. The motion passed unanimously.

The next item was to approve retaining an attorney who could review and file the necessary paperwork with the West Virginia Public Service Commission for the petition to terminate sewer service for nonpayment. Mr. Jenkins moved to allow the General Manager to retain an attorney capable of filing the necessary paperwork with the West Virginia Public Service Commission which would allow the WSPSD to terminate customer sewer service for nonpayment of fees. The motion passed unanimously.

Mr. Crunkleton recommended to the board that the WSPSD purchase a portable drain cleaning /root cutting machine to reduce the dependence on outside contractors when the WSPSD encounters clogged sewer lines. After a brief discussion, Mr. Jenkins moved to allocate \$3700 for the purchase of a drain cleaning/root cutting machine, the motion passed unanimously.

The Monthly Operational Report:

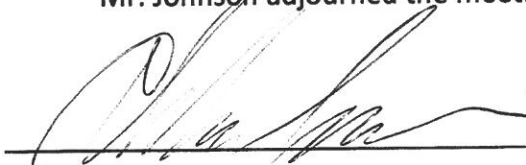
Mr. Crunkleton informed the Board members of the following: (1) The WSPSD received no leachate for the month of October 2017. (2) The Warm Springs PSD sent out 267 Termination of Service notices for the month of October 2017 for past-due payment. (3) Thrasher engineering has placed 3 flow meters in the collection system to monitor average daily flows and flows resulting from rain events. In addition, a crew from Thrasher engineering has completed 4 days of smoke testing and camera work on the collection system.

Future Business: Mr. Jenkins recommended that the WSPSD pursue options for backing up all of the WSPSD networked computers to an off-site location.

Public comments: There were no public comments.

The next Board meeting will be held on December 13, 2017, at 10 AM, in the Morgan County Commission meeting room, at the Morgan County Courthouse, Berkeley Springs, West Virginia.

Mr. Johnson adjourned the meeting at 10:40 AM.



Charles Johnson, Chairman

Attest: _____



Monty Kerns, Secretary